

GC 28064

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Public Utilities Commission		(2) AGENCY BILLING CODE 59000	(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION Division of Ratepayer Advocates		(5) ADDRESS 505 Van Ness Avenue, San Francisco, CA 94102		
CHECK THE APPROPRIATE BOX				
(6)	<input type="checkbox"/>	New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]		
(7)	<input type="checkbox"/>	Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)		
(8)	<input type="checkbox"/>	Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)		
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DRA-1	(10) SCHEDULE DATE January 28, 2008	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 237 Est.
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT To advocate for customers of regulated electric, gas, telecommunications and water utilities, video franchisees and other regulated utilities. Our goal is to obtain the lowest possible rates for service consistent with safe and reliable service levels, while ensuring customer and environmental protections.				
PART I - AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Andrew Gme...</i>		(19) TITLE Chief Counsel	(20) PHONE NUMBER 415-703-2056	(21) DATE SIGNED 1/28/2008
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Dany R. Munhall</i>	(23) CLASSIFICATION B5072 Supervisor	(24) NAME (Printed or Typed) GARY R. Munhall	(25) PHONE NUMBER 415-2303-1860	(26) DATE SIGNED 01/29/2008
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE - CalRIM CONSULTANT <i>Janice C. ...</i>		(28) APPROVAL NUMBER 08-038	(29) DATE SIGNED 2/4/2008	(30) EXPIRATION DATE 2/4/2013
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:			FOR ARCHIVES' STAMP	
(31)	<input type="checkbox"/>	Contains no material subject to further review by the California State Archives		
(32)	<input checked="" type="checkbox"/>	Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)		
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Molest</i>		(34) DATE SIGNED Feb. 15, 2008		



CALIFORNIA
STATE ARCHIVES

Item # (37)	Cubic Feet (38)	CA State Archives Use Only (39)	Title and description of Records (double spaces between items) (40)	Media (41)	Vital (42)	Retention				PRA (exempt) & IPA (47)	Remarks (48)
						Office (43)	Dept. (44)	SRC (45)	Total (46)		

1	75 est.		Administrative Records	P		Active+3			3		Includes division planning, policy and budget documents. Destroy on site.
2	25 est.		Chronological File	P		Active+3		10	13		Includes fromal division correspondence such as letters of protest submittted in response to Utility Advice Letters and letters of support/opposition concerning proposed legislation. Destroy at SRC.
3	<1	NOTIFY ARCHIVES	Annual Report	P, E		Active+10		10	20		Legislative Report required by California Public Utilities Code Section 309.5. Destroy at SRC.
4	15 est.	NOTIFY ARCHIVES	Speeches and Presentations	P		Active+3			3		Includes presentations made by division at formal meetings. Destroy on site.

[illegible]

08-038

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (4 1)	VITAL (4 2)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
	(38)	(39)	(40)			(43)	(44)	(45)	(46)		

7.			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
8.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
9.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
10.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
11.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.